

Instructions for Reopening the TSDL Collection in MSDS

To request that the 2015-16 TSDL Collection be reopened for your district, your superintendent or official lead administrator, as identified in the Educational Entity Master (EEM), must submit a signed letter on district letterhead to CEPI. The letter must include the following information:

- An official request to reopen the collection
- The reason your district is requesting to reopen the collection
- The number of affected records
- What will be done to avoid these problems in the future
- When you anticipate being ready to submit your data and how long you believe it will take to do so

The letter should be faxed to CEPI at 517-335-0488. Once your request has been received, CEPI will contact your MSDS authorized users with further instructions. Districts with approved requests will be able to make any necessary corrections to their TSDL submission beginning Wednesday, August 3, 2016 through 11:59 p.m. EDT on Friday, August 12, 2016.

For questions regarding the TSDL Collection, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505 x3. Please provide your district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific question(s).

Thank you,

CEPI